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ABSTRACT

Oregon College of Education is a part of Oregon State System and, as such, the 1975 faculty handbook supplements the state system's Administrative Rules. The handbook contains information regarding the college, its administration and mission and role; academic procedures; personnel policies and practices including evaluation, faculty meetings, committees, and off-campus activities; faculty benefits; services; business policies; services to students; and other services. (JMF)

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FACULTY HANDBOOK

Oregon College of Education

P R E F A C E

This Faculty Handbook was prepared to give faculty members a reference to information about Oregon College of Education and its policies, general organization and specific staff responsibilities, as well as the use of various facilities and services.

The OCE catalog contains detailed information about academic programs, admission procedures and other matters.

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HE 007 181

Revised September 1, 1975

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PART ONE

OREGON STATE DEPARTMENT OF HIGHER EDUCATION

Oregon College of Education is a member of the Oregon State Department of Higher Education, which is more familiarly known as the State System of Higher Education (OSSHE). The department is governed by the 11 members of the State Board of Higher Education. They are appointed by the governor with confirmation by a legislative committee on appointments.

The State System comprises all state-supported higher education beyond the community college level. Other members are Oregon State University, the University of Oregon, Portland State University, Southern Oregon State College, Eastern Oregon State College, Oregon Institute of Technology, the University of Oregon Health Sciences Center, the Division of Continuing Education and the Teaching Research Division.

State-supported higher education institutions operated under separate boards from their beginnings until 1929. The legislature, acting on the recommendations of a study committee, formed the single governing board and by 1932 the State System was established.

The chief administrative officer of the board is the chancellor, through whom institutional presidents are responsible to the board. The chancellor administers several centralized functions of the State System, including high school-college relations, personnel, libraries, budget, facilities planning, academic affairs and educational systems.

General policies of the State System are contained in the Administrative Rules, copies of which are kept as references in departmental offices and the Library. The Administrative Rules contains pertinent state laws, bylaws of the State Board of Higher Education and policy-establishing excerpts from official board minutes. This document also contains the board's statement on faculty conduct. Staff members are encouraged to become familiar with its contents.

PART TWO

THE COLLEGE

Oregon College of Education is a liberal arts college. It has special emphasis on the preparation of teachers and on research in teacher education. The liberal arts curriculum is the basis for all programs of the college, including preparation of teachers at all levels; non-teaching majors in academic subjects; and various professional and preprofessional fields which are described in the college catalog.

The college grants the bachelor of arts and the bachelor of science degrees in the following areas: education, art, the arts, humanities, music, natural sciences, social sciences and interdisciplinary studies. The college also grants the master of science in education, the master of arts in teaching, the master of music education, the MA/MS in correctional administration and the MA/MS in interdisciplinary studies. A lower-division program leads to the associate in arts degree. Preprofessional curricula in several areas are offered to students who plan to complete major studies at other colleges and universities.

The college is accredited by the National Council for Accreditation of Teacher Education and the Northwest Association of Secondary and Higher Schools. It is a member of the National Association of Schools of Music.

A. Administrative Organization

The President provides the intellectual and administrative leadership for the college and has primary responsibility for shaping and maintaining its educational policy. The president has final responsibility over programs and budgets, as well as employment, retention and promotion of the faculty. Each faculty member is invited to visit the president at mutually convenient times.

The Dean of Faculty leads the academic programs of the college. The Office of the Dean of Faculty is academically and administratively responsible for the seven academic departments, the Registrar's Office, Office of Teacher Education and Placement, Office of Graduate Programs, Office of the Summer Session and Special Programs, the Library and the Educational Media Center. The dean of faculty assumes a leadership role in curricular development and faculty development activities, acts as the liaison person between the college and the office of the vice chancellor for academic affairs, assists the president in presenting curricular requests to the State Board of Higher Education and takes part in the development of statewide academic policies and practices through service on interinstitutional committees established by the Chancellor's Office.

The Dean of Students' responsibility and service include the following: residence hall management, off-campus housing, financial aids, counseling services, health services, student activities, operation of College Center and advisement to student government. The dean of students with the Student Conduct Committee has been assigned by the president the area of student discipline. The entire department is known as the Dean of Students' Office.

The Director of Institutional Planning and Research is responsible for immediate and long-range planning for development of physical facilities on the campus; for space utilization and assignment of space other than classrooms and laboratories throughout the campus; for thepreparation of statistics and other information related to use of campus buildings and for projection for new buildings. The director has administrative responsibility for the Office of Publications and Information, and also for federal grant programs generated on campus.

The Director of Business Affairs is responsible for institutional budget preparation; all business affairs of the college, including the processing of all contracts; operation of campus buildings; and related functions. The director of business affairs also is director of personnel for Civil Service employes and advises all college employes about retirement programs, social security and various insurance programs.

Department Chairmen. Each of the seven academic departments is headed by a chairman who is responsible to the dean of faculty. Department chairmen are responsible for curriculum building, assignment of faculty, evaluation of faculty, supervision and control of departmental budgets and preparation of class schedules.

B. Administrative Offices

1. Business Office

Consult with the Business Office for information concerning the details of travel regulations, payroll, retirement, civil service, purchasing and other such matters. See Part Seven.

2. Dean of Students' Office

The Dean of Students' Office attempts to assist each student in his total college adjustment. This office is headed by the dean of students.

The office is concerned with such matters as the adviser program, the counseling programs, student employment, orientation program, student loans, scholarships and related services. See Part Eight.

3. The Registrar and Admissions Office

This office performs the standard functions of an admissions office, serves as custodian of academic records of students, and plans and supervises registration procedures. It has the chief responsibility for correspondence and circulars in the matter of informing prospective students, catalog mailings, the evaluation of credits for transfer students and the assignment of academic advisers to students. The office is located on the first floor of the Administration Building. Office hours are from 8 a.m. to 5 p.m. daily.

4. Other administrative offices include the President's Office, Research and Planning, Dean of Faculty, Graduate Office, Summer Session and Special Programs, and Information and Publications all in the Administration Building, and the departmental offices: Art, in Campbell Hall; Education and Psychology, Education Building; Health, Physical Education and Athletics, new PE Building; Humanities, third floor, Humanities and Social Science Building; Music, Music Hall; Natural Sciences and Mathematics, Natural Sciences Building; and Social Science, second floor, Humanities and Social Science. Normal office hours are from 8 a.m. to noon and 1-5 p.m.

Institutional Goals: Research

1. To carry on research which increases fundamental knowledge particularly in the area of human learning and instruction.

2. To employ the problem-solving techniques of research in the development of the instructional resources of the college.

Institutional Goals: Service

1. To cooperate with agencies such as the State Department of Education, units of state government, correctional and rehabilitative institutions, public service organizations, other educational institutions, school districts, and business and industry so as to make available to them the resources of the college.

2. To perform for students essential services in counseling, job placement, housing, and financial aids.

The Board of Higher Education recognizes that OCE wishes to consider how it may use its existing resources to provide at the undergraduate level for meeting needs of non-teacher education students to the extent that it can do so without impairment of its primary responsibility, which is to teacher education broadly conceived. The Board encourages OCE to pursue its present course of providing interdisciplinary programs of study which are instrumental to the career goals of individual students rather than developing discipline-oriented departmental-type degree programs. Also, rather than OCE developing a wide variety of career-oriented programs, the Board wishes OCE to be selective and to concentrate in a few areas of special strength along with teacher education.

At the graduate level, the Board does not presently envision the development at OCE of discipline-oriented degree programs beyond those in teacher education. The Board recognizes that OCE has expressed interest in professionally-oriented programs in non-teaching fields (e.g., administration of criminal justice, speech and audiology for clinicians, counseling in non-school agencies) leading to the master's degree, and in specialist degree programs (terminal programs lying between the master's and doctoral degrees) in a variety of areas. The Board is willing to examine the case for such programs when a demonstrable need for them can be shown to exist and when the resources are or can be made available. What the Board wishes to signal is that present enrollment trends cause the Board to think conservatively of the addition of graduate programs at any institution in the state system.

In summary, the Board of Higher Education considers it to be in the best interests of each of the smaller state colleges to develop a distinctive reputation in restricted areas. For OCE the area of teacher education, broadly conceived, has been and should continue to be the area of special emphasis. In view of present employment problems for public school teachers, and recognizing that some OCE students may wish to prepare themselves for alternative careers without being subjected to difficulties through transfer to another college, the Board is supportive of a limited expansion in career-oriented interdisciplinary degree programs such as corrections and the health-related professions.

PART THREE

ACADEMIC PROCEDURES

A. Course and Curriculum Development

Oregon College of Education, as a member of the State Department of Higher Education, follows procedures for curricular revision which have been developed by the State Board of Higher Education and are administered by the vice chancellor for academic affairs. The board's Office of Academic Affairs classifies curricular requests in three categories:

(1) Requests for new major options or areas of specialization; new programs leading to a certificate or a degree; authorization to award a degree; and major changes in requirements for degrees already authorized.

(2) Requests for specific course changes (additions, changes, deletions) needed to implement programs authorized the institution by the board or programs being requested under Category (1) above.

(3) Requests for temporary or emergency approval of courses.

1. New or Modified Instructional Programs

Requests of the first type listed above must be acted on by the State Board of Higher Education. Such requests are commonly initiated at the department level and submitted in rough draft form to the dean of faculty. They then proceed through the appropriate campus committees and are returned to the Office of the Dean of Faculty, where they are presented to the Council of Department Chairmen for recommendation. They are then sent in final form, in the required number of copies, to the board's Office of Academic Affairs, where they are carefully analyzed in view of the total needs of the State System. They then go to the Committee on Instruction of the State Board of Higher Education, carrying specific recommendations to approve, disapprove or defer. The Instruction Committee then makes its recommendations to the board for final action.

This process is time-consuming, so the Dean of Faculty's Office requests that items in this category be submitted in rough draft form by May 1 of the academic year preceding the one in which the request will be submitted to the board's office. This allows specific proposals to be reviewed at all levels on the basis of certain criteria, such as:

a. Relevancy to curriculum objectives.
b. Enrollment prospects.
c. Faculty availability.
d. Space and equipment availability.
e. FTE availability.
f. Administrative policy.
g. Cost factors.

Requests in this category may be submitted to the board's office at any time during the year, either separately or all at once. It is, in fact, advisable to submit them as early as possible in order to avoid the log-jam effect which inevitably results when such requests from all institutions are submitted at one time. Requests which reach the board's office after December 1 will be delayed two academic years before being implemented.

The board's Office of Academic Affairs requires that any curricular requests for which special legislative funding must be asked should be made by January 1 of the year preceding the year of the legislative session in which the funding request would be made. This permits the curricular request to be considered and acted upon by the board's Committee on Instruction and the board before the board must act upon the biennial budget in which funds for the proposed program are to be requested.

The form to be used in submitting requests may be secured from department chairmen or from the Dean of Faculty's Office.

2. Requests for New Courses or Course Changes

Requests of the second type are acted upon by the board's Office of Academic Affairs, and do not need to be submitted to the State Board of Higher Education for final action. Requests for a new course, a change in an existing course, or the dropping of an existing course may be initiated by a faculty member, a committee, or a department. Such requests must have the approval of the department or departments involved, and in general must follow the procedure outlined above for requests in the first category in that they must be submitted to the Dean of Faculty's Office, where they will be discussed and, in most cases, acted upon directly. If necessary, course requests will be sent to appropriate committees and finally to the Council of Department Chairmen for recommendations.

Since the procedures to be followed for requests in this category are less extensive than for those in the first category, the deadline for submission of requests for new courses or course changes is November of the academic year in which requests are to be submitted to the board's office. The requests in Category 2 will be weighed against the same criteria as those listed above for Category 1. Forms to be used for requests may be secured from department chairmen or from the Office of the Dean of Faculty.

3. Requests for Temporary or Emergency Course Approval

Requests made under Category 3 should be relatively rare, since proper planning should obviate the necessity of asking for emergency approvals in most cases. The board's office, however, recognizes that such requests are sometimes essential to the on-going program of an institution, and has established the following criteria to guide institutions:

a. Oversight or error concerning current year.
b. Experimentation with authorized programs.
c. Request to use particular talents of visiting staff.
d. Special course work to use grants temporarily.
e. Variation in offerings to permit scheduling for better use of staff and facilities.

Requests under this category may be submitted at any time preceding the term in which the course is to be offered. The form to be used for requesting temporary or emergency course approval may be secured from department chairmen or from the Office of the Dean of Faculty.

B. Pass-No Credit Grading

Pass-no credit grading was adopted as institutional policy in the 1970-71 academic year.

An undergraduate student is allowed to take elective courses in his current program on a pass-no credit basis if he so desires. Electives are understood to be any course outside of the general education requirements and a student's declared major or minor requirements.

The responsibility for describing the level of competency necessary for passing the course lies with the instructor. When taken in conjunction with a course also offered for letter grades (A,B,C,D,F), the passing level is equivalent to a grade of D or better. Students who achieve this level of competency will receive a grade of P (pass) on their official record. Students who fail to achieve this level will receive a grade of N (no credit) on their official record. Neither grade will be figured into the student's grade-point average.

Students shall register for and commence classes in the normal fashion. During the registration period of the term (the time allowed for adding courses), students electing to take a course on a pass-no credit basis shall declare this intent with the instructor. After this deadline, the student must continue and complete the course under the grading system which he has chosen. The student's declaration of intent shall be by written application which is available in the Registrar's Office.

Complete information may be obtained from the Registrar's Office.

C. Registration

Registration instructions are printed in the Schedule of Classes. New faculty members usually are given more detailed instructions at a separate meeting prior to fall term registration.

D. Academic Advisement

All OCE full-time faculty members are expected to advise students, particularly in their major area of academic interest. Academic advisement is considered to be part of each full-time faculty member's regular academic load. Assignment of advisees is made by the Registrar's Office or by the department depending upon the student's declared major. (See page 5 of the official Schedule of Classes.)

E. Final Examinations

Final examinations, or their equivalents, will be given in all courses on the day and at the time designated in the examination week schedule, a copy of which appears in the printed Schedule of Classes. The final examination week is an official contract week of the term in which it falls, and consequently all faculty members are expected to be available for student conferences or for other regular duties throughout the week. Requests for variance in this procedure may be directed to the Office of the Dean of Faculty through department chairmen.

F. Filing Grades

At the end of each term the class card, properly completed, must be turned in to the Registrar's Office along with the signed grade sheet for each course. The deadline for grade cards and grade sheets will be at 10 a.m. on the Monday following finals week.

G. Withdrawal

A student may withdraw from college, or from courses, without being responsible for grades up to the scheduled date as shown on the academic calendar. After that date, a student may withdraw from college, or from courses, but will be responsible for the grade he is earning at that time. If, at the time of withdrawal, a student has earned an unsatisfactory grade (F) in a course or courses, the grade of F will be recorded and the student will be subject to appropriate academic action at the close of the term. If, at the time of withdrawal, a student has earned satisfactory grades (A,B,C,D) in a course or courses, the mark of W will be recorded for each such course. It should be noted, however, that in situations of emergency (accidents, prolonged illness, etc.) students may be permitted to withdraw without penalty at any time.

1. Withdrawal from a Class

A student may officially drop a course by filing the proper forms in the Registrar's Office. When the course is

officially dropped in the Registrar's Office, and after the student becomes "responsible" for a grade, a notice is sent to the instructor.

2. Withdrawal from School

In order to have clear withdrawal from school, a student must complete withdrawal papers which are available in the Registrar's Office. These papers must be signed by the dean of students. When the student's record is clear for withdrawal, the Registrar's Office will send an official notice to each instructor.

H. Student Field Trips

It is the responsibility of the instructor planning the trip to make the necessary arrangements for transportation, food, etc., for the students. When bus transportation is desired the trip should be cleared through the Business Office. Under the policy of the State Board of Higher Education, the costs of field trips must be met by the students making the trips. No cost connected with such trips can be paid from state funds other than the cost of the travel of the instructor who is required to accompany the students on the trip.

It is the responsibility of each student to arrange to make up work missed in other classes.

PART FOUR

FACULTY PERSONNEL POLICIES AND PRACTICES

The faculty consists of all staff members assigned the academic rank of instructor or higher.

A. Faculty Characteristics

The generally approved characteristics of successful and contributing members of the faculty are as follows:

1. Superior classroom teaching.

2. Participation in the continuous improvement of the instructional program through constructive personal contributions and in committee, departmental and faculty meetings.

3. The occasional preparation of material for publication, including books, articles, monographs, creative works in the arts, etc.

4. Willing cooperation and collaboration in student and faculty social and professional activities which help to strengthen the total program of the college.

5. Constructive participation in community activities.

B. Criteria for Faculty Evaluation

The following criteria for faculty evaluation have been abstracted from an earlier and lengthier statement, and modified by the 1971-1972 Faculty Welfare Committee.

1. Factors related to faculty performance.

   a. Evidence of skill in teaching. Although the means for measuring teaching skills are limited, certain qualities are recognized in the faculty member identified as a good teacher. His thorough knowledge of his subject matter is evident in his academic preparation, continuing study, and classroom performance. His belief in the importance of his work as a teacher is demonstrated in his zest for teaching, in his relationships with students and colleagues, in the consistent effectiveness of his teaching, and in his ability to help students realize that one means of identifying the teacher with these qualities is student reaction, carefully weighed and considered over a long period of time.

   b. Evidence of continuing professional growth. A faculty member grows professionally as he continues to study in relationship to his field and college responsibilities; as he continues research and scholarly activities in his area of interest; and as he participates in professional organizations.

Graduate study at the master's, doctoral, and postdoctoral level is evidence of professional preparation and a desire for professional growth. Research and scholarly study are important as they are of value to the individual, as they extend knowledge, and as they are published to share with others. However, research, scholarly study, and writing for publication should be evaluated and considered in relation to the other factors considered important for promotion of a faculty member.

c. Affinity with aims and ideals of Oregon College of Education. A faculty member who can best serve the college and gain satisfaction in his own work is one whose educational aims are in harmony with the stated aims and objectives of Oregon College of Education. Since the title, historic purpose, and assigned functions of the college indicate its basic purpose to be the preparation of teachers, all faculty members connected with the institution should have a sincere belief in teacher education as a vital profession and recognize that teaching is their major responsibility.

d. Cooperation with members of the department and the institution. A faculty member who accepts his share of the responsibility for the general welfare of the college is loyal to the administration and the general philosophy of the school. He recognizes the difference between professional disagreement within the spirit of loyalty and disagreement which affects the welfare of the department and the college. He assumes his share of responsibility in departmental matters and works cooperatively to promote singleness of purpose not only in his department, but among all departments. Moreover, he accepts with professional understanding changes which may not benefit him as an individual but which will result in the department or college growth. In addition, he responds cooperatively and constructively to committee assignments, and he lends assistance to student activities. He accepts willingly the responsibility for harmonious relationships with his colleagues, completion of assignments, and contributions to group discussions. He accepts responsibility for sharing in policy making and for seeing that the policies are carried out. He also makes himself available for appropriate inservice assignments and shows interest and initiative in public relations.

e. Relationships with students. A faculty member who recognizes the importance of his relationships with students makes himself available for individual counsel, for campus growth activities, and for some leisure-time functions. He respects students as people and understands growth responses and natural reactions of students (especially in those who show aggressive leadership). He is alert at all times to lead students toward realistic self-evaluation. Furthermore, he earns the respect of students. He reflects an attitude of friendliness without encouraging familiarity and maintains a professional relationship without appearing to be aloof.

2. Factors related to length of service.

   a. A faculty member should expect to serve at least three years at each rank before he is eligible for consideration for promotion.

   b. A faculty member should not receive promotion, regardless of years of service, if his performance as a faculty member and his academic preparation do not meet the established criteria.

3. Factors related to academic preparation.

Academic Rank	Level of Preparation
Instructor	Master's degree
Assistant Professor	Master's degree, preferably with an additional yearof study on the doctorate
Associate Professor	The doctorate, except under very unusual circumstances
Professor	The doctorate, except under very unusual circumstances

4. Tenure Criteria.

   The factors related to faculty performance and academic preparation, the major criteria for promotion from one rank to another, should serve as criteria for the granting of indefinite tenure. No faculty member should be granted indefinite tenure at the time of original appointment.

C. Faculty Meetings

Orientation meetings for new faculty members are scheduled each fall. They are conducted by the president, dean of faculty, dean of students and others. The purpose is to inform new faculty members about the college and to provide a forum for the expression of views on instruction, curriculum development, research and related matters. The focus will be on new developments in college teaching.

General faculty meetings are held prior to the beginning of fall term and occasionally at the call of the president or Faculty Senate.

D. Faculty Reports

1. Class meetings. Faculty members are responsible for meeting classes and laboratory sections as scheduled. When it is necessary for a faculty member to be absent from a class or to in any way change the time or place of class meetings, he first must clear with the department chairman.

2. Report of service to the institution. Each term, including the summer term, the President's Office requests a report of faculty service to the institution. Copies of the reports for fall,

winter and spring terms are required by the Chancellor's Office. The director of institutional planning and research has the responsibility of providing the form and collecting these reports. The forms must be completed carefully and accurately. The department chairmen are available for consultation with regard to completing the forms.

E. Office Hours

It is expected that each full-time faculty member will be available to students in his office at least five hours per week. Office hours should be posted plainly on the door of the office.

F. Faculty Committees

Appointments to faculty committees is made by the president. Selection of faculty for committees dealing with academic affairs is made with recommendations from the Faculty Senate. Standing committees include the following (other committees may be added by the president or the Faculty Senate):

1. Curriculum

Academic Requirements Committee
General Studies and Preprofessional Committee
Graduate Study Committee
Interdisciplinary Studies and Honors Committee
Teacher Education Committee

2. Faculty and Student Concerns

Faculty Standards Committee
Faculty Welfare Committee
Personnel Review Committee
Student Concerns Committee
Student Financial Aids Committee

3. Instructional Support

Outdoor Education Committee
Supportive Services Committee

4. Budget Committee

G. Faculty Senate

The objectives and functions of the Faculty Senate are set forth in its charter. The full text of the charter and the by-laws are available from Faculty Senate officers or may be seen in the President's Office.

H. Off-Campus Activities

Activities off campus must not interfere with the faculty member's regular duties on the campus. If it appears that such activities might interfere, they must be cleared with the department chairman.

Participating in community affairs is encouraged, however. Monmouth, Independence and nearby communities need and welcome citizen participation in civic, governmental, school and other affairs.

I. Graduate Faculty

Oregon College of Education does not have a graduate division in the formal sense of a separate administrative unit of the college with its own admission requirements and standards. Instead, post-baccalaureate level students are screened and admitted directly into the college and the various graduate level programs, each of which has appropriate admissions standards and designated graduate faculty. However, campus-wide standards for admissions, selection of faculty and final examinations are established by the dean of faculty in accordance with recommendations of a faculty committee called the Committee on Graduate Study. Also, the Office of the Dean of Faculty exercises control over the assignment of faculty members to teach graduate-level courses and the instructional load of faculty members teaching graduate-level courses. The director of graduate programs is attached to the Office of the Dean of Faculty.

Criterion for designating graduate faculty. The basic rule in designating faculty to teach graduate courses and to examine master's level degree candidates is that the instructor must have competency in the particular area of course concentration considerably beyond that which his student is expected to achieve. Since academic competency normally is represented by academic degrees and completed course work, the basic rule usually is translated to mean the doctor's degree or its equivalent. In some specialized areas, doctoral level competency is not readily translated in terms of degrees or course work. Nevertheless, faculty members in these areas may on occasion be designated to teach graduate courses or to serve on examining committees for master's level candidates. In such cases, the faculty member's competencies are judged by the appropriate college authority on the basis of such evidence as the faculty member's professional experience, scholarly writings, awards for artistic or professional performance, membership in professional organizations, professional recommendations, and related evidence. Faculty members who do not hold a doctor's degree but who have completed the course work requirements for the doctor's degree may be considered eligible to teach graduate courses under the basic rule.

J. Summer Session Employment

The summer session is planned and directed in the Office of the Dean of Faculty by the director of summer session and special programs. Since the summer session is budgeted separately and attracts a distinctly different student body, somewhat different procedures for employing faculty and for admitting students are required.

Since the summer session is designed to meet both the needs of special students, usually graduate teachers seeking advanced degrees, and also of students regularly enrolled during the

academic year, the problem of summer session staffing is complex. As a means of guiding the administration in the increasingly complex problem of summer session staffing, the following guidelines have been adopted:

1. Invitations to serve on the summer session faculty will come from the Office of the Dean of Faculty before the end of the fall term preceding the summer session under consideration, although some changes and adjustments are inevitable up to the time that class enrollments are known. OCE faculty members on regular nine-month contracts may request summer term employment through their department chairman and the summer session director in consultation with the chairmen will give all possible consideration to such requests. The nature of the summer session is such, however, that faculty on nine-month contracts should not expect summer session employment unless specifically requested.

2. Faculty members employed on a twelve-month basis in instructional departments should expect to teach during the summer session, and should schedule their vacation leave so as not to interfere with their regular instructional or administrative assignments. However, arrangements can be made for such persons to accept offers to teach at other institutions on occasion during a summer session by granting a leave of absence without pay. Such leave will not limit their regular vacation leave privilege. In conformity with State System directives, using vacation leave to gain released time for work elsewhere is discouraged.

PART FIVE

FACULTY BENEFITS

A. Payroll Information

1. Payroll and Paychecks

Academic faculty on a 9- or 9½-months appointment are paid on the first business day of each month during the period of their employment. Faculty employed for nine months earn one-third of their total salary each term, even though lengths of the terms vary. The first check is ready for delivery October 1 and the final check July 1. The first and final checks vary depending on the period of appointment.

Months of Service	Dates of Service	Proportion of Salary Checks for Year		
		#1	2 thru 9	July 1 Final Check
9	Sept. 16-June 15	1/18	1/9	1/18
9½	Sept. 1-June 15	2/19	2/19	1/19

For purposes of computing salary earnings of nine-months staff members who resign after the beginning of the fall term, or for those whose employment begins after the start of the fall term, the following principles are adopted:

a. Of the annual salary, one-third is earned in each of the three terms.

b. If a 9- or 9½-months staff member leaves the service of the institution or is newly appointed after the beginning of a term, the portion of salary earned during the term is computed on the basis of the elapsed time during which the staff member was in service. Total calendar days in the term are used as the base.

Academic faculty on a 12-months appointment are paid at the end of each month at the rate of 1/12. Checks are available on the first day of each month.

Academic employes on 9- or 9½-months appointment may authorize a monthly deduction, October through May, to spread income through 12 months. Disbursement of the deducted money is on the following schedule: June, 12½%; July, 25%; August, 25%; September, 12½%. No interest accrues on this money and an employe may not withdraw from the program after he begins participation.

State regulations require that delivery of the paychecks be made direct to the payee and to no other person. Each employe

must call at the payroll window of the Business Office for the paycheck unless he authorizes the Business Office to deposit his paychecks directly in a specified bank or to mail them to his home. Those interested in this procedure should contact the Business Office for details.

2. Involuntary Payroll Deductions

These include federal tax, Social Security, state tax, state industrial accident insurance, and, beginning with the 7th month of service, state retirement contributions (for new PERS members).

The amounts of deductions for state and federal tax purposes depend upon several conditions such as exemptions claimed, salary rate and other bases.

a. Social Security rate is 5.85% on the first $14,100 in 1975.

b. Retirement contributions rate is based on your total monthly salary, and is effective with both the Public Employes Retirement System and TIAA-CREF.

4% less than $500.
5% $500 to $999.
6% $1000 to $1499.
7% $1500 or more.

c. State Industrial Accident Insurance: $1.76 per month.

3. Voluntary Payroll Deductions

a. Credit Unions. OCE employes are eligible to join any of the following:

Marion-Polk Teachers Credit Union, 1467 13th Street SE, Salem.
Oregon Employees Federal Credit Union, 1127 25th Street SE, Salem.
State Employees Credit Union, 1328 State Street, Salem.

b. Insurance, retirement and tax-deferred annuity programs, described in Section B, page 5-3.

c. 12-month pay distribution plan for 9-month academic employes. See page 5-1.

d. Dues in the following:

American Association of University Professors.
American Federation of Teachers.
Oregon State Employees Association.

e. United States Savings Bonds.

The Business Office accepts the responsibility of securing from each employe the information required for initial payroll purposes. Changes in number of dependents for federal and state tax purposes or changes in the rate of contribution to the state retirement system are the responsibility of the individual. Changes in number of dependents may be made at the beginning of any month. Changes in retirement deduction rates may be made only in November.

Seldom will the salary check of an academic employe be identical to that of the previous month because of the variety of changes in deductions. Each employe should watch the deductions and inquire about any point he doesn't understand and make sure that no error has been made.

It is recommended that each covered employe write occasionally to the regional Social Security office to ask for a statement of the earnings credited to his account. The Salem office is at 702 Church NE.

B. Faculty Insurance and Retirement Plans

1. Group Insurance Plans

There are several group insurance plans at OCE. A list of the various plans follows:

a. Blue Cross of Oregon

(1) Basic coverage.
(2) Major medical coverage.
(3) Basic plus major medical.

b. Life Insurance

(1) Standard Insurance Company. Only OSEA members may subscribe.
(2) Minnesota Mutual.

c. Income Insurance. To cover periods when one cannot work due to sickness or accident.

(1) North American.
(2) Standard. OSEA members only.

d. Accident Insurance

(1) Pennsylvania Insurance. Death and dismemberment. Very economical accident insurance.

2. Retirement Programs

OCE academic employes have the choice of these retirement programs:

a. State of Oregon Public Employes Retirement System (PERS), a mandatory program up to $4,800.

b. Teachers Insurance and Annuity Association and College Retirement Equities Fund (TIAA-CREF).

c. A combination of the above, with the first $4,800 under PERS and any amount exceeding that under TIAA-CREF.

The option must be exercised by the end of the employe's first five months. Otherwise, employes automatically will be placed under PERS. Further information is available from John N. Sparks, director of business affairs. Deductions for retirement plans do not begin until you have been on the payroll for six months.

3. Tax-deferred Annuity Programs with the Choice of Three Companies:

a. TIAA-CREF (fixed and variable).

b. Standard Insurance Company (fixed).

c. VALIC (Variable Annuity Life Insurance Company).
This program may be started any month during the year (both fixed and variable programs).

For detailed information on the insurance plans or deferred annuities, contact the Business Office.

C. Staff Fee - Per Credit Hour (except staff auditors) (not refundable) $6.00

Upon approval of the employe's immediate supervisor and with the concurrence of the President's Office, the staff fee is available to:

1. All full-time employes of any unit of the State Department of Higher Education. Full-time staff members may register for a limited amount of work for credit, generally for not more than three term hours of credit. This limitation applies to classified personnel as well as the academic staff.

2. Any employe whose appointment is equivalent to half-time service or more (but less than full-time), for a maximum of ten credits per quarter.

Staff fee privileges may not be extended for noncredit courses and for self-sustaining workshops. Staff members may be permitted to take noncredit courses at approximately one-third of the fee assessed to other registrants.

Subject to approval of the President's Office, the maximum credit hour limitations may be waived for retired employes and for staff members on leave.

Staff members are not entitled to privileges of incidental fee-supported activities. No fee is to be assessed for staff auditors, but attendance must be with the instructor's consent and on a space-available basis. No deposit for breakage, loss, etc., is required.

D. Liability

The State Board of Higher Education carries liability insurance to protect all state system employes against claims for bodily injury or property damage incurred in connection with their employment with the Oregon State Department of Higher Education. The insurance does not protect against malpractice, operation of boats and aircraft, corporal punishment or actions of the individual unrelated to his employment.

Information on this insurance should be handled most judiciously in order to avoid any possibility of inviting injured parties to file claims.

Any staff member who is faced with a potential claim should report the facts immediately to the director of business affairs who, in turn, will relay the information to the office of the comptroller, State Department of Higher Education.

PART SIX

INSTRUCTIONAL SERVICES

A. College Library

Library Hours -- Regular Session

Monday through Thursday	8 a.m. - 10 p.m.
Friday	8 a.m. - 5 p.m.
Saturday	1 p.m. - 5 p.m.
Sunday	2 p.m. - 10 p.m.

Intersession

Monday through Friday	8 a.m. - 5 p.m.
Closed Saturdays and Sundays	

The college Library has an open stack collection of 147,000 books, nearly 11,600 items in microform and more than 1,400 serials.

Important: The Library of Congress classification system is being used for all new books acquired in the Library. However, approximately 55,000 older volumes are still classified in the Dewey Decimal classification system. This is a temporary inconvenience which is offset by the advantages and economies which will accrue to the students and faculty in the long run as a result of the Library's adoption of the Library of Congress classification system.

1. Reserve Books

The faculty reserve book lists (shown in the reserve notebook near the main loan desk) should be revised each term by all instructors assigning reserve books. It is routine for the Library staff to remove books from the reserved shelves at the end of each term unless requested to do otherwise by the instructor who teaches the class.

2. Periodicals

The Library receives more than 1,100 periodicals. There is a "catalog" of the titles received by the Library in the Flexoline files located in the reference room and on Level 3 adjoining the bound periodicals. Except in unusual circumstances, students are not permitted to take periodicals out of the Library. Faculty members are permitted to take current numbers of periodicals for a one day loan. Back issues may be borrowed by faculty for three days. Faculty members who assign readings in periodicals are requested to remind students that periodicals must be used in the Library.

3. Copier Machine

Pages of periodicals, as well as books, notes, letters and personal materials, may be copied for 5 cents per exposure on the library's copier machine which is located in the entrance lobby near the card catalog.

4. Curriculum Library

Text books for elementary school, junior high school, and high school which are Oregon state-adopted, other text books, and many courses of study from a variety of schools are shelved in the curriculum library on Level 2.

5. Inter-library loans are arranged on request to the reference librarian within limitations prescribed by the international inter-library loan code.

6. Loan period on library materials: most books are loaned for a two-week period; renewals are permitted. Necessary exceptions are indicated on book cards and labels.

B. Educational Media Services

Multimedia Resource Center. Housed within the Educational Media Center, this facility provides a repository of local and commercially produced cassette tapes, filmstrips and single concept films for use by students to meet instructional assignments. Students may use stereo cassette listening units in the center or check out monophonic cassette players for overnight use beyond the facility. High-speed audio tape duplication services, either cassette or reel-to-reel, also are available. The Multimedia Resource Center is open from 8 a.m. to 8 p.m. Monday through Friday.

The Educational Media Center is located on the ground level of the library. It is open from 8 a.m. to 5 p.m. Monday through Friday.

The center is organized to aid faculty in selection and preparation of materials; to secure films for campus through rental or loan; to provide equipment and projection service for classroom projection; and to schedule and produce any desired classroom or instructional television programs.

The center maintains the following items for faculty use: preview rooms, a closed-circuit television studio, video tape recorders, electronic learning laboratories, as well as the conventional audio-visual media such as motion picture projectors, filmstrip projectors, audio tape recorders and public address systems.

For the services of a projectionist, notify the center, ext. 412, at least one instructional day in advance. Faculty members wishing to operate their own projection equipment are encouraged to do so. Private demonstrations or instruction for faculty members is available by appointment in the center. Equipment may be checked out for varying periods of time to assure greatest convenience for teachers and maximum use of equipment.

Two general scheduling plans are in effect as follows:

Checkout: Means that a piece of equipment is needed for a specific class or use. Call ext. 412 and arrange specific time and place for delivery.

Long-term Loan: Means that a piece of equipment is needed in sequence, in which case it will be checked out to a department and/or individual for a specific, longer period when possible.

Faculty members who direct students to borrow classroom equipment, such as projectors, tape recorders, etc., from the Media Center must send written authorization for each checkout. This loan is for overnight checkout only and equipment is due in the Media Center at 9 a.m. the following day. Responsibility for lost equipment rests with the faculty member who authorizes the checkout.

Catalogs of media are available in the center. To order films, equipment, filmstrips projection service, or other instructional materials, dial the schedule clerk at ext. 412. When ordering films, it is best to give an alternate date which the film could be used. Materials which must be secured from outside sources should be requested well in advance of the time when they are needed. Two weeks' notification is the minimum for ordering films.

A 24-hour notice is the minimum for all service and production requests.

The person requesting a rental film will be notified as soon as word is received that it is available. When the center sends confirmation, arrangements should be made for showing: room, date, time, and whether a projectionist is needed. Save your confirmation slips. No other notice will be sent. Responsibility for pick-up and scheduling for use rests upon the requesting instructor.

"Sponsored" films or "return postage" films should also be procured through the center and the normal pattern of confirmation and scheduling listed above will be followed. The Media Center will not be responsible for postage or other costs related to films that it does not procure. Most "sponsored" films require a reaction report to be completed after viewing their films. These forms should be completed by the instructor after viewing the film, and returned with the film to the Media Center.

For all materials, including the instructional materials stored in the center, arrangements for showing and use will be made when service is requested. In the event of a change of plans regarding media or services, particularly items procured from off-campus sources, notify the center to save rental costs. Facilities are available in the center for producing transparencies, 2x2 slides, audiotapes and other materials which are not available commercially.

Closed circuit television and videotape facilities are available to supplement regular classroom instruction. All instructional buildings and dormitories are interconnected on a cable network. This network provides the following channels:

Channel	OCE campus	Channel	OCE campus
2	2 ABC	8	8 NBC
3	3 Independent	9	9 ABC
4	4 OCE	10	10 OEB
5	7 OEB	11	11 OCE
6	6 CBS	12	12 Independent
7	Vacant	13	13 NBC

Scheduling of CCTV should be done at the beginning of each term, when possible, or a week in advance of use date. CCTV or VTR may be used for any portions of instruction as determined by the instructor. In order to schedule cameramen and a full crew for television activities, advance consultation with the staff of the Media Center is of great importance.

Network broadcasts of special interest and significance to campus instruction, but occurring at inconvenient times, may be recorded for delayed re-broadcast during more favorable hours through the local CCTV facility. Advance notice of several days is required for this service to permit scheduling of the necessary technical crew.

The CCTV facilities are available for faculty to engage in voluntary self-evaluation of teaching techniques. The instructor may lecture, demonstrate, or undertake any activity within his teaching objectives, and then by immediate playback, privately observe and evaluate the action. Following this evaluation, the videotape will be erased at the instructor's discretion.

Videotapes of lectures may be made for playback to classes during the instructor's absence. Lectures or demonstrations which are conducted recurrently or for multiple classes each term, and which require much planning and preparation, may be videotaped for playback at scheduled times.

Television and videotape and film facilities are mainly for faculty use. Student use requires sponsorship of and collaboration with a faculty member.

C. Duplicating Services

Centralized duplicating services are located in the basement of the Administration Building. Equipment includes an offset duplicator, mimeograph, spirit duplicator (ditto) and electrostatic copier. (Most departments also have their own ditto machines and some have copiers.) Other equipment available includes a collator, drill-punch, spiral binding, addressing machine, small folding machine, stapler and typewriter equipped with several type faces. For further information, contact the Information and Publications Office (Ad 305), ext. 281.

D. College Bookstore

The OCE bookstore is operated by the college as a self-supporting auxiliary enterprise of the State of Oregon.

The two sections of the bookstore are located on the lower level of the College Center. The main part of the bookstore is located along the lower level concourse of the Center; a wide line of paperbacks, classroom items, art and camera supplies, gifts, records and teaching aids is sold here.

Textbooks for classroom use are stocked and sold in a large room in the southwest part of the Center near the coffee shop. Orders for textbooks are submitted to the bookstore well before each term through the department chairmen.

The bookstore is open to all students, faculty, staff and the public. It is open Monday through Friday from 8:30 a.m. to 4:30 p.m.

E. Campus Elementary School

OCE maintains and operates Campus Elementary School (CES), K-6, located on the campus. The Campus School program incorporates ungraded organization, team teaching and multi-age grouping of youngsters. New approaches to instruction in various curricular areas may be demonstrated or explained upon request. Video-tapes are available for use, or may be made upon request to meet a specific need of a faculty member.

The Campus School staff welcomes utilization of its resources. Faculty members are expected to use discretion and follow established procedures when utilizing these resources. All plans for visitations, observations and utilization of CES or its staff should be discussed between the college instructor and the campus school program director (principal) prior to scheduling college students into the building.

All OCE faculty are encouraged to visit the Campus Elementary School and disucss its program with the program director. Since CES is considered to have an exemplary elementary school program, there are many visitations by public school personnel and others interested in education. It would be appreciated if you would call for an appointment for visitation or discussion.

F. Division of Special Education and Rehabilitation

This division, located in the Education Building, is designed to assist in the training of teachers to deal with exceptional children in regular and special classrooms. In addition there are service resources available to physicians, public school personnel and parents in the evaluation of children with extreme learning problems covered by the Education Evaluation Center, the Study Skills Center and the OCE Speech and Hearing Center. This division provides training in the areas of teaching the deaf,

extreme learning problems, speech pathology and audiology, mental retardation, counseling, counseling the deaf, the multiple handicapped and early childhood education.

This division is part of the Education and Psychology Department.

1. Education Evaluation Center - Oregon Model Center

This center is designed for the psychological and educational evaluation of children with significant problems in learning. The purpose is to ascertain the causes and intensities of the problems and to make recommendations to local school personnel and parents that will help the children make educational adjustments. Sources of referral are from school personnel and physicians. It is a program jointly sponsored by the State Department of Education and the Oregon College of Education.

2. OCE Speech and Hearing Center

This service is provided by the Division of Special Education and Rehabilitation as an evaluation and clinical center to serve children and adults with speech and hearing problems. It also serves college students, faculty members and families with speech, hearing or language problems and administers the speech test required for the admission to the teacher education program.

3. Learning Disability Clinic and Summer Basic Skills Clinic

These clinics are designed to provide diagnostic and remedial work in reading, math, spelling, handwriting, oral language and written language for students in grades 1-12. The Learning Disability Clinic operates during the academic year. The Summer Basic Skills Clinic operates for six weeks from June to August. Graduate students in learning disabilities (extreme learning problems) participate in the clinics.

4. Study Skills Center

The center is designed to provide remedial work in reading and study skills for OCE students. It also provides laboratory facilities and experiences for students in secondary education and special education. The center is located in the Education Building.

G. Campus Mail and Postage; Shuttle Bus

The college has a campus mail delivery and pickup service once daily at 10 a.m. Outgoing mail is dispatched once each week day to the Monmouth post office. The mailing schedule is:

1. Have your mail to the business office mail room by 3:00 p.m. with name or department return address on upper left corner and bundled with department account number.

2. Mail must be in the Monmouth post office by 4:00 p.m. or it will not be sent out until the next day.

A once daily shuttle bus service links OCE with state agencies in Salem, Portland, Corvallis, Albany and Eugene. The bus departs from the Administration Building at 11:20 a.m. daily. Passengers or material placed on the bus will arrive at their destinations the same day.

Packages are limited to 40 pounds each. Mail should be addressed properly and marked for shipment on the shuttle bus. Passengers and mail should be at the Administration Building 20 minutes prior to departure. A small fare is collected from passengers. This service is for state employes only.

For further information, call ext. 383.

H. Information and Publications

1. News Bureau

The News Bureau distributes news on and off campus about the college, its faculty and students. A professional staff is employed to do this.

News and publicity are distributed off campus through newspapers, TV, radio, the alumni newspaper Ocean and other media. Mailing lists are kept for various types of news and publicity. Personal news about students is sent to home town newspapers.

On campus, the News Bureau publishes the campus Bulletin each Monday while school is in session.

The News Bureau is located in Ad 305, phone ext. 281.

2. Publications

Official publications of the college include catalogs, institutional and departmental brochures, faculty handbook, campus directory and promotional publications dealing with programs and activities.

I. Office of Summer Session and Special Programs

The Office of Summer Session and Special Programs administers summer session and OCE-sponsored continuing education activities. Clinics and conferences, OCE-sponsored extension courses, non-credit lecture series and seminars are other typical activities. The Summer Arts Festival is coordinated in this office. The office is in Ad 206 (ext. 271).

J. Division of Continuing Education

The State System's Division of Continuing Education (DCE) maintains an office in Salem. One of its functions is to facilitate communications and promote Oregon College of Education's interests in various areas of the state. Certain classes approved by OCE are extended through the Salem office for Marion, Polk and Yamhill counties.

Staff members have immediate access to DCE materials. The DCE office works with staff members on course requests and programs.

K. Teaching Research Division

The Teaching Research Division is an agency of the State Department of Higher Education headquartered on the OCE campus. Its purposes are:

1. To assist the State Department of Higher Education, its campuses and other educational institutions and agencies of the State establish policies and procedures that provide optimal learning conditions for students.

2. To establish independently and cooperatively with educational institutions and agencies of Oregon research and demonstration activities of high quality.

3. To share with institutions, agencies and faculties of Oregon and the nation the products and procedures that derive from Division R & D efforts.

As an agency of the State Department of Higher Education, the Division is a research and development resource to all the campuses and units which comprise that department. Financial support comes from state, private, and federal sources.

The Division encourages OCE faculty to avail themselves of Division resources and personnel.

PART SEVEN

BUSINESS SERVICES AND POLICIES

A. Business Office Hours

The Business Office is located on the first floor of the Administration Building. Hours are from 10 a.m. to noon and 1-4 p.m. daily, with the following exceptions:

Until 4:45 p.m. daily for fee payment during each registration period (4 p.m. registration day).

6:30-7:30 p.m. Monday-Thursday during the second week of classes each term except summer term.

B. Travel

	Rates	
	In State & Regional	Out-of-State
Breakfast	$ 2.75	$ 3.00
Lunch	2.75	3.50
Dinner	6.50	7.50
Meals (daily)	12.00	14.00
Lodging	13.00	Minimum available for accommodation
Total Daily	$25.00	

Departments are charged at the following rate for the use of state cars:

Compact sedans, 11¢ per mile.
Standard sedans, 12¢ per mile.
Station wagons, 13¢ per mile.
Vans, 16¢ and 17¢ per mile.

The use of personal cars is compensated for at the following rates:

14¢ per mile for the first 1,000 miles.
9¢ per mile over 1,000 miles.

1. In-State Travel

Travel within the state requires the approval of the department chairman. State regulations governing the conditions of travel, the charges for meals and lodging, and the use of state or private car must be followed closely. A copy of these state regulations is available in the Business Office. Those who travel should become familiar with these regulations.

A state car schedule is kept by the motor pool. To reserve a car, call ext. 383. Special problems may be taken up with the assistant director of business affairs, ext. 202. Whenever possible, the state-owned cars must be used instead of private cars.

2. Out-of-State Travel

Out-of-state travel requires authorization of the president, chancellor of the State Department of Higher Education and the State Executive Department. Regulations pertaining to out-of-state travel apply to all faculty, staff and students, regardless of the source of funds to be used. Requests for authority to travel out of the state must be filed in the President's Office at least three full weeks prior to the start of the trip.

C. Office and Classroom Supplies

When office and classroom supplies are required, confer with your department chairman who in turn will confer with the director of business affairs if any difficulties are experienced in acquiring supplies.

Books and supplies may be sold by members of the staff only through the college bookstore or dealers unless exception is made and proper authorization granted by the Business Office.

D. Purchasing

Purchasing of supplies and equipment is closely controlled by the State Department of General Services in Salem. Requests should be made by requisitions processed through the department chairman to the Business Office prior to purchase. Purchase of supplies or equipment for personal use through institutional channels is prohibited by law.

E. State Property

State law places upon all employes responsibility for the care and use of state property. State property may not be used for private purposes. Included under this law are such items as scientific and technical equipment, automobiles, office equipment, library books and materials, and other state property.

No state-owned item may be sold or traded without permission of the Business Office and the state property controller.

F. Keys

Requests for keys must first be approved by your department head, who in turn requests same of the director of business affairs. A deposit of 25¢ for each key is required, refundable upon return of the key. It is against State Department of Higher Education rules for anyone to have a duplicate made. Because a key can make thousands of dollars worth of buildings and property available to those who possess the key, each key should be guarded carefully. Loaning keys to students is discouraged. When a key is lost, report immediately to the Business Office. No keys will be issued by the Business Office except upon authorization by the members of the staff responsible for the building or area concerned.

PART EIGHT

INFORMATION TO FACULTY

ABOUT CERTAIN SERVICES TO STUDENTS

A. Financial Aids

1. Scholarships and Grants

State grants, based on financial need and scholastic ability, are awarded annually to a limited number of Oregon residents. Also available to OCE students are several private grants, the gifts of individuals, civic groups and businesses.

The college participates in the federal Supplemental Educational Opportunity Grant and the Basic Educational Opportunity Grant programs which are cash awards to students who demonstrate financial need.

2. Student Loans

Students needing loans should be referred to the financial aids director in the Cottage. The college has loan funds for emergency (short term) and long-term needs. This money comes from gifts to the college.

The college participates in the National Direct Student-Loan Program which has liberal terms of interest and repayment. Eligibility for NDSL is based on need.

The Guaranteed Student Loan Program allows students from low- and middle-income families to borrow through a lending agency of their choice. The federal government pays the interest while the student remains in school. Eligibility for GSLP is based on need.

The Law Enforcement Education Program provides grants and loans to certain students registered in OCE's corrections and law enforcement programs.

3. Student Employment

There is a substantial demand by students for employment on campus. Faculty members who are aware of jobs that may be filled by students should inform the Financial Aids Office in the Cottage.

The College Work-Study Program helps students through part-time employment. Jobs are available for students both on the campus and with selected non-profit agencies in the Salem-Monmouth area. Students may work up to 15 hours per week while attending classes.

B. Orientation and Counseling

1. Orientation Program

Orientation of new students to the campus takes place the week before the beginning of fall term classes. Through New Student Week and an organized orientation program, many faculty members help new students get off to a good start in college. Advisers are assigned then to new students who meet their professors for the first time.

2. Counseling Services

The Counseling Center is located on the second floor of the Cottage. Counseling services are free, with the exception of a fee for certain testing services, to all enrolled OCE students and their immediate families.

Counseling services are confidential. No information is released without the written consent of the student or client.

Students may confer individually with conseling phychologists in a wide variety of areas such as educational-career development plans, personal emotional concerns, marital and pre-marital counseling. As a general rule, students can be encouraged to seek counseling for any personal crisis or any problem that causes stress or personal discomfort.

The center provides a career development and planning service through counseling, testing, occupational and career information and group experiences aimed at increasing self-awareness and facilitating career decision-making.

The center also provides group counseling experiences for those students desiring to improve their interpersonal relationship skills. The center frequently provides group experiences for students sharing a common concern such as non-assertiveness, test anxiety, leadership skill development or career development groups.

The Counseling Center works closely with the Health Service and the OCE consulting psychiatrist with the student's permission. The center staff will be able to assist faculty and students in obtaining outside agency assistance for such help as legal aid, private and community mental health services and other related services.

3. Test Services

The Counseling Center has available a wide variety of useful evaluational instruments that can be helpful for the student attempting to become more knowledgeable about self, career interests and abilities, academic ability, or personal characteristics. Tests are most frequently used as a means of gathering

information that will be useful to the student in making career plans and/or decisions concerning self.

The Center also administers the institutional testing program which includes the teacher education writing test, the American College Testing program for admittance to OCE, and the Miller Analogies Test which is used by the graduate program.

4. Student Advisement

New students are assigned to a faculty adviser by either the department in which the student has declared a major or by the Registrar's Office. Upperclass volunteers also participate with faculty members in the advisement process.

All full-time faculty members at OCE must be prepared to advise students on academic matters.

5. General Counseling

Academic departments and/or individual faculty are invited to consult with counseling center staff in instructionally related problems pertaining to students. The center staff is fully aware that the instructor plays a crucial role in helping a student through difficult situations that often have a direct bearing on the student's academic success and personal comfort.

As the Dean of Students' Office receives various notices from faculty members relative to individual students, these notices are routed to the advisers of the students concerned. Such notices may be relative to absences from class, extended illness or serious family difficulty, scholastic deficiencies, results of testing program, or other items that may be of value in bringing about a better understanding of the individual student and his need.

a. Student Guidance

Formal selection and admission of students to teacher education is largely the responsibility of the Department of Education and Psychology, along with the Committee on Teacher Education. However, all faculty members can greatly assist in the guidance of students in elementary and secondary education by (1) giving encouragement and guidance to excellent prospects who have not decided upon teaching as a career, and (2) by being alert to students who have possible handicaps and referring them to proper college personnel for assistance.

b. Mid-Term Advisement

Faculty members are asked to submit names of students doing "D" and "F" work at mid-term to the Dean of Students' Office. Such reports are forwarded to the individual

advisers. The deans and the academic advisers help wherever possible in counseling the individual in order to assure that the failures are spotted early and perhaps prevent ultimate failure.

c. Student Absences

Faculty members are asked to report to the Dean of Students' Office the names of students who have been absent from class enough times to cause concern about their interest, scholastic progress or health. Generally, if a student is absent three periods or more, the office should be informed.

C. Student Health Service

The Student Health Service is supported entirely by student fees and serves only currently enrolled students. The Health Service staff includes a full-time physician, registered nurses, a consulting psychiatrist, a consulting gynecologist and a part-time laboratory technician. Faculty members are encouraged to refer students with physical or emotional health problems.

Excuses are given when a student is required to miss a full week or more of classes provided that the Health Service has knowledge of the illness or injury. When it is anticipated that a student will be unable to attend classes for several days, professors are notified via the Dean of Students' Office.

Faculty are invited to visit the Health Service to meet the staff and to acquaint themselves with services offered to students.

D. Faculty-Student Cooperation

The faculty and students at OCE enjoy a harmonious relationship partly because of faculty interest in student affairs and the invitation of students into administrative decision-making. Faculty members will be found on some committees of students and students are members of many faculty and administrative committees. For example, students sit as regular members of the Faculty Senate. Faculty members often are invited to be advisers to the Student Senate and other student organizations. The president of OCE and the president of the Associated Students of OCE confer on many appointments.

Students sponsor many events, from dances to athletic events. Faculty members often are invited to be advisers or guests at student events. Their attendance is encouraged at plays, concerts and other events.

E. College Center

The College Center hosts a variety of cocurricular activities and programs for students, faculty and staff. In addition, the professional activities staff provides information and advice about activities, programs and social events.

1. Building Facilities and Services

Information and activities office, bookstore, coffee shop, candy store, music listening room, meeting rooms, game area, lockers, student post office boxes, art displays, lost and found, student government, student newspaper (Lamron), poster sign service and lounge areas.

2. Meeting Rooms

Faculty and staff share the privileges of students in the use of the center's facilities and services. However, College Center space is not allowed for instructional class use at anytime. If you have questions concerning this statement please contact the director of the College Center at ext. 261.

Reservations for meeting room space are usually handled on a first come, first served basis. Special arrangements of furniture and public address systems are available by advance arrangement with the College Center Office.

Room capacities:	Existing Seating	Capacity
Wallowa Room	35	40
Willamette Room	50	60
Umpqua Room	10	15
Ochoco Room	10	15
Deschutes Room	20	30
Administrative Conference Room	10	15
Oregon Room (main lounge)	70	120
Pacific Room (coffee shop)	350	500

3. Poster Policy

a. All signs posted in the College Center must be approved by the College Center Office. Signs posted elsewhere on campus must be approved by the individual building manager.

b. Posters in the College Center must be no larger than 14 by 22 inches in size. Signs must be posted only on the designated bulletin boards.

c. Inasmuch as posters and displays may be viewed by everyone without the exercise of individual choice, signs which contain profane, indecent or lewd expressions will not be allowed.

F. Alumni Office

The major responsibility of this office is the development of an active Alumni Association through regional conferences in the state and sponsorship of Alumni Day on the campus each spring. It is located on the third floor of the Administration Building.

The office also maintains alumni records and publishes Ocean, a quarterly alumni newsletter of news of alumni and information about the college.

G. Placement Service

The college maintains a Placement Service to assist graduating students in obtaining new or better positions. By working closely with schools and school administrators the Placement Office assists students prepared for teaching to obtain positions. Services also are offered to graduates of other programs who desire employment.

PART NINE

OTHER COLLEGE SERVICES

A. Scheduling Special Events

1. Meetings

To help hold meeting conflicts to a minimum, faculty members should check meeting schedules maintained by the College Center Office, Registrar's Office and departmental offices. Room reservations are handled as listed below.

2. Special Rooms

a. Classrooms in any building must be reserved through the Registrar's Office. Call ext. 211.

b. Reservations for the Music Hall recital hall are made through the Music Department Office and the Registrar's Office.

c. Reservations for Room 159 of the Education Building are made with the Education and Psychology Department.

d. Reservations for the seminar room of the Humanities and Social Science Building are made with the Registrar's Office. Please notify the Social Science Department also.

e. Use of the Natural Sciences conference room is scheduled with the Natural Sciences and Mathematics Department.

f. Committee rooms and other facilities in the College Center are scheduled with the College Center Office.

g. Inquiries about use of the facilities of the physical education buildings should be directed to the College Center Office.

h. Inquiries about use of the facilities of the Food Services Building should be directed to the Dormitories Office, ext. 311.

3. Food Facilities

Meals can be provided in the Food Services Building for visiting groups. Reservations must be made with the director of dormitories, ext. 311.

B. Athletics

The athletic program at OCE is considered to be part of the education of the participating students. No athletic grants are given. In keeping with this policy, no admission is charged to sports contests at OCE. Thus, no seating is reserved.

Men's teams compete in the Evergreen Conference composed of state colleges of Oregon and Washington and with other members of the National Association of Intercollegiate Athletics (NAIA). Women's teams compete in the Northwest College Women's Sports Association, Region 9, of the Association of Intercollegiate Athletics for Women (AIAW).

Faculty women are invited to form intramural teams and participate in tourneys which include volleyball, bowling, basketball, softball, track and field, tennis, badminton, paddle ball and archery.

C. Staff Swim Nights

Members of the college staff (academic and civil service) and their families are invited for the swims scheduled each term in Wolverton Memorial Pool. There is a small admission charged. Schedules and admission prices are issued each term. Swimmers must furnish their own suits and caps.

The college staff also may use other physical education facilities, such as the tennis and handball courts, track, etc. Inquire at the office in the New Physical Education Building.

D. Faculty Housing

The college will help new staff members find housing. The Student Personnel Office (located in the Cottage) coordinates this. The OCE Bulletin also will publish free "want ads" for OCE employes or new staff who are seeking housing or who have property to sell or rent.

E. Meals on Campus

Staff members may eat in the Food Services Building. Meal tickets may be purchased in the dormitory office near the front entrance of the Food Services Building.

F. OCE Women

OCE Women is a social organization that welcomes all faculty wives and faculty women to take part in its activities. The club meets throughout the school year. A program is published announcing dates, times and locations of all meetings. The organization also sponsors a variety of interest groups.